

House Resolution 7 - Introduced

HOUSE RESOLUTION NO. 7

BY COMMITTEE ON ADMINISTRATION AND RULES

(SUCCESSOR TO HSB 2)

1 A Resolution relating to permanent rules of the House
2 of Representatives for the Eighty-fifth General
3 Assembly.

4 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, That
5 the permanent rules of the House for the ~~eighty-fourth~~
6 ~~general assembly~~ Eighty-fifth General Assembly be as
7 follows:

DIVISION I — GENERAL RULES

Rule 1

Call to Order and Order of Business

11 The speaker shall take the chair at the hour to
12 which the house has adjourned, and shall immediately
13 call the house to order, correct the journal of the
14 previous day's proceedings, and proceed to other
15 business, including, but not limited to, introduction
16 of bills, reports, messages, communications, business
17 pending at adjournment, announcements, resolutions
18 and bills on their passage, and points of personal
19 privilege.

Rule 2

Quorum Call and Time of Convening

22 The house shall convene each Monday at 1:00 p.m.
23 and at 8:30 a.m. on all other legislative days, unless
24 otherwise ordered. The time of convening shall be
25 recorded in the journal. The house shall not convene
26 on Sunday during a regular or special session.

27 The speaker or a member may request a roll call to

1 determine if a quorum is present.

2 Rule 3

3 Absences from the House

4 No member shall be absent without leave while the
5 house is in session unless excused for good cause.

6 Rule 4

7 Preservation of Order

8 The speaker shall preserve order and decorum and
9 speak to points of order. Subject to an appeal to the
10 house by any member, the speaker shall decide questions
11 of order which shall not be debated.

12 The speaker may have the chamber of the house
13 cleared in case of any disturbance or disorderly
14 conduct.

15 Only past legislators, state officials, persons
16 whose presence is deemed by the speaker to be of
17 special significance to the house, and school classes
18 accompanied by teachers and seated in the galleries
19 shall be introduced in the house.

20 No person other than a member of the house shall be
21 allowed to speak from the floor of the house without
22 prior permission of the speaker.

23 The public may take photographs from the galleries
24 at any time. However, the use of flash bulbs or any
25 other artificial lighting is prohibited.

26 Members of the press may photograph from the press
27 box, but shall not use artificial lighting without
28 prior permission from the chief clerk of the house.
29 Photographs shall not be taken on the house floor when
30 the members are voting on a question put before the

1 house. Photographs or video recordings of the voting
2 boards shall not be taken while a nonrecord roll call
3 vote is displayed. Photographs may be taken on the
4 house floor at other times with the consent of the
5 subject or subjects of the photography.

6

Rule 4A

7 Use of Electronic Devices and Video Streaming in
8 Chamber

9 1. A person present in the house chamber while the
10 house is in order shall mute any cell phone, computer,
11 or other electronic device under the person's control.
12 The speaker may remove from the chamber any person
13 acting in violation of this rule.

14 2. A member shall not use a cell phone or other
15 electronic device to audibly transmit or receive
16 communications while recognized by the presiding
17 officer to speak in debate.

18 3. The speaker shall control the time, place,
19 and manner of use of the house's internet video
20 streaming system on the floor of the house and in the
21 visitors' galleries. However, the speaker shall not
22 edit, censor, or shut off the house's internet video
23 streaming system during debate on the floor of the
24 house.

25

Rule 5

26

Rules of Parliamentary Practice

27 The rules of parliamentary practice in Mason's
28 Manual of Legislative Procedure shall govern the house
29 in all cases where they are not inconsistent with the
30 standing rules of the house, joint rules of the house

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1 and senate, or customary practice of the house.

2

Rule 5A

3

House Budget

4 The speaker of the house shall annually prepare a
5 proposed budget for the house of representatives for
6 the payment of expenses, salaries, per diems, and other
7 items. The proposed budget shall be submitted on the
8 fourteenth day of each legislative session to the house
9 administration and rules committee, which shall approve
10 a proposed budget in house resolution form. The house
11 shall adopt a budget prior to adjournment.

12

Rule 6

13

The Speaker Pro Tempore

14 The house shall, at its pleasure, elect a speaker
15 pro tempore. When the speaker shall for any cause be
16 absent, the speaker pro tempore shall preside, except
17 when the chair is filled by appointment by either
18 the speaker or the speaker pro tempore. If a vacancy
19 occurs in the office of speaker, the speaker pro
20 tempore shall assume the duties and responsibilities
21 of the speaker until such time as the house shall elect
22 a new speaker. The speaker or the speaker pro tempore
23 shall have the right to name any member to perform the
24 duties of speaker, but such substitution shall not
25 extend beyond the adjournment. The acts of the speaker
26 pro tempore shall have the same validity as those of
27 the speaker. In the absence of both the speaker and
28 the speaker pro tempore, the house shall name a speaker
29 who shall preside over it and perform all the duties of
30 the speaker with the exception of signing bills, until

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1 such time as the speaker or speaker pro tempore shall
2 be present, and the person's acts shall have the same
3 force and validity as those of the regularly elected
4 speaker.

5 Rule 7

6 Amendment of Rules

7 A motion to change or rescind a standing rule or
8 order of the house requires one day's notice.

9 Rule 8

10 Violation of House Rules

11 The speaker shall, or any member may, call to order
12 a member who violates the rules of the house. With
13 leave of the house, the member called to order may be
14 permitted to explain. If the case requires it, the
15 member shall be subject to censure of the house.

16 Rule 9

17 Referral of Rule Violations

18 The speaker shall, upon complaint of a member,
19 or upon the speaker's own motion, refer any alleged
20 violation of house or joint rules by house members,
21 employees or staff to the house ethics committee upon
22 an initial finding that an investigation is warranted.

23 The ethics committee shall investigate such
24 allegations and report them back to the house with a
25 recommendation.

26 Rule 10

27 Recognition and Decorum in Debate

28 A member who wishes to speak in debate shall be
29 appropriately attired, with male members wearing coat
30 or tie. After recognition by the chair, a member

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1 shall respectfully address the presiding officer
2 by saying "Mr. or Madam Speaker". A member shall
3 confine all remarks to the question under debate,
4 shall be respectful of other members, and shall avoid
5 referencing or questioning the motives of another
6 member.

7

Rule 11

8

Limit on Debate

9 No member shall speak more than once on the same
10 question without leave of the speaker, nor more than
11 twice until every member choosing to speak has spoken,
12 except as provided in Rule 81. A member shall be
13 limited to ten minutes debate on bills, resolutions,
14 and amendments, but may be granted an extension of time
15 by consent of the house. However, the floor manager
16 of a bill or resolution and the lead sponsor of an
17 amendment may exceed the ten-minute limit on opening
18 and closing remarks.

19

Rule 12

20

Decorum During Debate

21 No member shall leave the house while the speaker
22 is putting a question. No one shall pass between the
23 speaker and a member who is speaking or two members who
24 have been recognized by the speaker.

25

Rule 13

26

Stating the Question

27 When a motion is made, it shall be stated by the
28 speaker. A motion made in writing shall be passed to
29 the speaker's station before it is debated.

30

Rule 14

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1 day when the house is called to order. A legislative
2 day that runs past midnight is not considered a new
3 legislative day. A session day is any calendar day
4 beginning with the convening of the annual regular
5 session and ending with adjournment sine die.

6

Rule 17

7

Sergeant-At-Arms

8 The sergeant-at-arms shall execute all orders of
9 the house and the presiding officer; perform all
10 assigned duties related to the policing and good order
11 of the house; supervise the entrance and exit of all
12 persons to and from the chamber; promptly execute all
13 messages, etc.; provide that the chamber is properly
14 ventilated and open for the use of the members; and
15 perform all other services pertaining to the office of
16 sergeant-at-arms.

17

Rule 18

18

Secretaries

19 Each member may hire a secretary for the legislative
20 session who shall be under the general direction of the
21 member and the chief clerk. Secretaries shall be on
22 duty at the house from 8:00 a.m. to 4:30 p.m. Monday
23 through Thursday and on other legislative days when
24 required by the chief clerk, except when excused by the
25 member for whom the secretary works. Secretaries shall
26 perform such duties as may be assigned to them by the
27 member or the chief clerk.

28

Rule 19

29

Extra Compensation of Employees

30 No employee shall receive any extra compensation,

1 except as provided by the house, or tips for services
2 performed while on duty. Any violation of this rule
3 shall be grounds for removal.

4 DIVISION III — VISITORS AND LOBBYISTS

5 Rule 20

6 Admission to the House; Lobbying

7 The chamber of the house shall include the
8 vestibule, restrooms, bill room, lounge, visitors'
9 galleries, and floor of the house.

10 The floor of the house shall consist of the
11 area between the north and south walls, including
12 the representatives' desks, the press box, and the
13 speaker's station, but excluding the visitors'
14 galleries.

15 During a legislative day while the house is in
16 order, no member of the general assembly or legislative
17 employee or intern shall be admitted to the floor of
18 the house if attired in jeans of any color without
19 leave of the speaker.

20 During a legislative day while the house is in
21 order, and one-half hour before the house convenes and
22 one-half hour after the house recesses or adjourns,
23 no person shall be admitted to the floor of the house
24 except:

25 1. Members of the general assembly and authorized
26 legislative employees in the performance of their
27 duties.

28 2. Former members of the general assembly who are
29 not registered lobbyists.

30 3. A general assembly member's family.

1 4. Representatives of the press, radio, and
2 television who shall go directly to and from the press
3 box.

4 5. Legislative interns registered with the chief
5 clerk who shall go directly to and from the seat of
6 their assigned representative or to be seated in the
7 perimeter seating area.

8 6. Designated representatives of a political party
9 having members serving in the house.

10 7. Members of the state executive council, the
11 lieutenant governor, the attorney general, the
12 governor's executive assistants and administrative
13 assistants, and the administrative rules coordinator,
14 all of whom shall be confined to the perimeter area.

15 The current status of former members of the general
16 assembly shall govern their access to the floor under
17 these rules.

18 No other persons shall be allowed on the house floor
19 while the house is in order without permission of the
20 presiding officer of the house. When the house is not
21 in order, guests of a member of the general assembly
22 escorted by that member shall be allowed on the house
23 floor.

24 No person admitted to the floor of the house while
25 the house is in order, except members of the general
26 assembly, shall lobby or attempt to exercise any
27 influence with any member for or against any matter
28 then pending or that may thereafter be considered by
29 the house.

30 A registered lobbyist shall not be admitted to

1 the floor of the house on any legislative day except
2 for ceremonial purposes or for attendance at public
3 hearings.

4 A lobbyist who represents the position of a state
5 government agency, in which the person serves or is
6 employed as the designated representative for purposes
7 of encouraging the passage or defeat of legislation,
8 shall file with the chief clerk of the house a
9 statement of the general subjects of legislation in
10 which the lobbyist is or may be interested, but shall
11 not lobby for or against a bill, resolution, or study
12 bill unless the lobbyist does so with the written
13 authorization and on behalf of a statewide elected
14 or retained official. The official's writing may
15 authorize the lobbyist to register and lobby for or
16 against any or all bills in which the lobbyist is
17 or may be interested or may restrict the lobbyist
18 to register and lobby for or against only some bills
19 in which the lobbyist is or may be interested. The
20 written authorizations shall be filed with the chief
21 clerk, according to a procedure established by the
22 clerk for the filing of the authorizations and for
23 making them available to the public, by the following
24 statewide elected or retained official for the
25 following offices, departments, agencies, and branch:

26 By the attorney general, auditor of state, secretary
27 of state, and treasurer of state, for their respective
28 offices.

29 By the secretary of agriculture, for the department
30 of agriculture and land stewardship.

1 By the chairperson of the ethics and campaign
2 disclosure board, for the executive director, legal
3 counsel, and other employees of the board.

4 By the governor, for all other executive branch
5 offices and departments.

6 By the chief justice of the supreme court, for the
7 judicial branch.

8 Each member, employee of the house, and registered
9 lobbyist may report violations of this rule immediately
10 to the sergeant-at-arms or the chief clerk.

11 Any person for cause may be summarily dismissed
12 from the chamber of the house, by action of the house,
13 and may forfeit that person's right to admission
14 thereafter.

15 Rule 20A

16 Legislative Interns

17 A member may appoint one or more interns who shall
18 register with the chief clerk. Only one legislative
19 intern per member of the house is allowed on the floor
20 of the house at any one time.

21 Rule 21

22 Distribution of Literature and Other Items

23 No person except a member or employee of the house
24 of representatives shall distribute or cause to be
25 distributed any pamphlets, material, or other printed
26 literature, or any other items to the members' desks
27 in the house without authorization. An employee
28 of the house shall generally distribute or cause
29 to be distributed such literature or items only on
30 behalf of the employee's office or staff. Items which

1 are permissible gifts under chapter 68B of the Code
2 may be distributed to the members' desks with the
3 authorization of the chief clerk.

4 All copies of pamphlets, material, or printed
5 literature distributed by a member or employee of the
6 house of representatives shall bear the name of the
7 member or employee's office or staff.

8 Other distributions of pamphlets, material, or
9 other printed literature shall bear their source of
10 origin and be distributed through the legislative
11 post office or to the members' desks by completing
12 a form containing a member's or the chief clerk's
13 authorization, with the authorization form filed with
14 the chief clerk. The authorization form shall be
15 retained for a reasonable time period by the chief
16 clerk.

17

Rule 22

18 Distribution of Materials Printed by the State

19 A member of the house shall not distribute maps,
20 books, and pamphlets which have been printed by the
21 state of Iowa and upon which the name of the member
22 of the house has been affixed unless the member has
23 purchased the materials or unless the member has
24 affixed the words "Paid for by the citizens of Iowa and
25 distributed by representative (member's name)."

26 DIVISION IV — FORMS AND PROCEDURES FOR BILLS AND OTHER

27

DOCUMENTS

28

Rule 23

29

Documents Signed by the Speaker

30 All acts and joint resolutions shall be signed by

1 the speaker, and all writs, warrants, and subpoenas
2 issued by order of the house, shall be signed by the
3 speaker and attested by the chief clerk. The speaker
4 shall cause certificates of recognition or condolence
5 to be issued by the house which shall be signed by
6 the speaker and the chief clerk. The chief clerk
7 shall maintain a list of certificates issued including
8 the name of the requesting member of the house, the
9 name of the recipient, the reason for recognition or
10 condolence, and the date of issuance.

11

Rule 24

12

Presentation of Petitions

13 All petitions, memorials, and other papers addressed
14 to the house shall be signed by the member and filed
15 with the chief clerk. The receipt of petitions shall
16 be noted in the journal and such petitions shall be
17 available in the office of the chief clerk.

18

Rule 25

19

Consideration of Simple and Concurrent Resolutions

20

20 Action on a simple or concurrent resolution, except
21 a memorial resolution, shall not be taken until one day
22 after the resolution has been placed on the members'
23 desks. After the resolution is adopted, the chief
24 clerk shall have the resolution printed in the compiled
25 journal and shall transmit certified copies of the
26 resolution as directed.

27

Rule 26

28

Unanimous Consent Calendar

29

29 The speaker may, upon the request of three members,
30 place on a unanimous consent calendar any house

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1 resolution or concurrent resolution which does not
2 contain an appropriation and which has been laid over
3 under Rule 25.

4 If such resolution is placed on the unanimous
5 consent calendar, it may be removed only upon a written
6 request submitted to the speaker by a member of the
7 house.

8 If not removed after five legislative days, the
9 chief clerk shall call up the resolution and without
10 debate the speaker shall pronounce that it has passed
11 by unanimous consent.

12 If the resolution is removed from the unanimous
13 consent calendar, the speaker may again lay the
14 resolution over under Rule 25, place it on a different
15 calendar, or refer the resolution to any of the
16 standing committees of the house.

17 Rule 26A

18 Senate Bills and Resolutions

19 A senate bill or resolution may be referred to a
20 standing committee or passed on file.

21 Rule 27

22 Forms of Bills and Joint Resolutions

23 Every house bill shall be introduced by one or more
24 members or by any standing or specially authorized
25 committee of the house or the administrative rules
26 review committee. All bills and joint resolutions
27 introduced shall be prepared by the legislative
28 services agency with title, enacting clause, text
29 and explanation as directed by the chief clerk of the
30 house. One copy of each bill shall be presented in a

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1 bill cover with the number of copies of the bill and
2 the title as directed by the chief clerk.

3 Rule 28

4 Joint and Nullification Resolutions

5 Joint resolutions shall be framed and treated as
6 bills.

7 A "nullification resolution" is a joint resolution
8 which nullifies all of an administrative rule, or
9 a severable item of an administrative rule adopted
10 pursuant to chapter 17A of the Code. A nullification
11 resolution shall not amend an administrative rule by
12 adding language or by inserting new language in lieu of
13 existing language.

14 A nullification resolution may be introduced by an
15 individual, a standing committee or the administrative
16 rules review committee, and may be referred to a
17 standing committee. A nullification resolution is
18 debatable, but cannot be amended on the floor of the
19 house.

20 Rule 29

21 Time of Introduction of Bills

22 No bill or joint resolution under individual
23 sponsorship, other than a nullification resolution,
24 shall be read for the first time after 4:30 p.m. on
25 Friday of the fifth week of the first regular session
26 of the general assembly unless a formal request for
27 drafting the bill has been filed with the legislative
28 services agency before that time.

29 After adjournment of the first regular session,
30 bills may be prefiled at any time before the convening

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1 of the second regular session. No bill or joint
2 resolution under individual sponsorship, other than a
3 nullification resolution, shall be read for the first
4 time after 4:30 p.m. on Friday of the second week of
5 the second regular session of the general assembly
6 unless a formal request for drafting the bill has been
7 filed with the legislative services agency before that
8 time.

9 However, bills or joint resolutions sponsored
10 by standing committees or the administrative rules
11 review committee, co-sponsored by the majority and
12 minority floor leaders, or companion bills sponsored
13 by the house majority leader and the senate majority
14 leader may be drafted and introduced at any time
15 permissible under Joint Rule 20. House, concurrent,
16 and nullification resolutions may be introduced at any
17 time.

18 Rule 30

19 Introduction and Reading of Bills

20 All bills and resolutions to be introduced in the
21 house shall be prepared in proper form and filed
22 with the chief clerk no later than 4:30 p.m. on the
23 legislative day preceding its introduction.

24 Every bill shall receive two readings but no bill
25 shall receive its first and last readings on the same
26 day.

27 A "reading of a bill" as required by these rules
28 shall consist of a reading of the title and enacting
29 clause.

30 Rule 31

1 First Reading, Commitment, and Amendment

2 1. A bill is introduced into the house by an
3 initial or "first reading of the bill".

4 2. When the house is in session the first reading
5 shall consist of a "reading" as provided in Rule 30.

6 3. Upon a first reading of the bill, the speaker
7 shall state that it is ready for commitment or
8 amendment; and the speaker shall commit it to the
9 standing or select committee, or to a committee of the
10 whole house. If to a committee of the whole house, the
11 house shall determine on what day.

12 4. On a nonlegislative day the speaker may cause a
13 statement, which shall consist of the title, enacting
14 clause, bill number and committee to which the bill
15 is referred, to be published in the house journal.
16 This publication shall constitute a first reading and
17 commitment and shall contain the notation "read and
18 committed under Rule 31".

19 5. All amendments offered to bills and resolutions
20 shall be accompanied by such copies as the chief clerk
21 shall direct.

22 6. Such amendments shall give the number of
23 the bill sought to amend and the chief clerk shall
24 designate each such amendment thus: Amendment to
25 House File _____, or Senate File _____, by
26 _____.

27 7. A bill reported out by committee shall go to the
28 speaker who shall direct that the bill be placed on the
29 regular calendar unless it covers subject matter more
30 properly within the jurisdiction of some other standing

1 committee, in which case the speaker shall refer the
2 bill to the proper standing committee. In order to
3 expedite important business and set a definite time for
4 the bill's consideration, the speaker may direct the
5 bill to be placed on the special order calendar.

6 8. No amendment to the rules of the house, to any
7 resolution or bill, except technical amendments and
8 amendments to bills substituted for by senate files
9 containing substantially identical title, language,
10 subject matter, purpose and intrasectional arrangement,
11 shall be considered by the membership of the house
12 without a copy of the amendment having been filed with
13 the chief clerk by 4:00 p.m. or within one-half hour of
14 adjournment, whichever is later, on the day preceding
15 floor debate on the amendment. If the house adjourns
16 prior to 2:00 p.m. on Friday, the final deadline is two
17 hours after adjournment. However, committee amendments
18 filed pursuant to the submission of the committee
19 report may be accepted after this deadline. This
20 provision shall not apply to any proposal debated on
21 the floor of the house after the thirteenth week of
22 the first session and the twelfth week of the second
23 session. No amendment or amendment to an amendment
24 to a bill, rule of the house, or resolution shall be
25 considered by the membership of the house without
26 a copy of the amendment being on the desks of the
27 entire membership of the house prior to consideration.
28 However, the membership of the house may consider an
29 amendment or an amendment to an amendment to a bill,
30 rule of the house, or resolution without a copy of the

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1 amendment being on the desks of the entire membership
2 of the house prior to consideration if a copy of the
3 amendment is made available to the entire membership of
4 the house electronically.

5 Rule 32

6 Commitment of Appropriation and Revenue Bills

7 All bills to appropriate money shall be referred to
8 the appropriations committee, and all bills pertaining
9 to the levy, assessment, or collection of taxes or fees
10 shall be referred to the committee on ways and means.

11 Rule 33

12 Regular Calendar

13 Bills, nullification resolutions, and joint
14 resolutions reported out for passage, amendment and
15 passage, or without recommendation by a committee,
16 or passed on file shall be arranged on a regular
17 calendar by the chief clerk each day and electronically
18 distributed to the members at the opening of each
19 legislative day. The regular calendar shall include
20 a list of bills, nullification resolutions, and joint
21 resolutions which have been special ordered, including
22 the date upon which debate is scheduled to begin
23 on each of them, which shall be no sooner than five
24 session days from the first date of publication on the
25 regular calendar.

26 Rule 34

27 Daily Debate Calendar

28 The majority floor leadership shall cause to
29 be prepared and distributed to the members at the
30 opening of each legislative day when floor action is

1 scheduled, a daily debate calendar consisting of bills,
2 nullification resolutions, and joint resolutions from
3 the regular calendar setting forth the number and
4 title of bills, nullification resolutions, and joint
5 resolutions for the next legislative day that floor
6 action is scheduled.

7 This rule does not apply to bills which have passed
8 both houses in different forms, reconsiderations, or
9 veto reconsiderations.

10

Rule 35

11

Substitution of Bills

12 A senate bill or resolution may be substituted
13 for an identical house bill or resolution which has
14 been called up for debate. An amendment to a senate
15 bill or resolution which has been substituted for an
16 identical house bill or resolution is out of order if
17 an identical amendment to the house bill or resolution
18 was considered.

19

Rule 36

20

Consideration of Committee Amendments

21 After a bill has been referred and reported back,
22 it shall be considered on its first reading after the
23 amendments of the committee have been read.

24

Rule 37

25

Amendments to Special Order Bills

26 All amendments to bills which have been special
27 ordered shall be filed at least three session days
28 prior to the date set for debate. Amendments to an
29 amendment shall be filed at least two session days
30 prior to the date set for debate. However, corrective

1 amendments and amendments sponsored by either the
2 majority floor leader or the minority floor leader may
3 be filed at any time. Rule 31, subsection 8, shall not
4 apply to these amendments.

5 A corrective amendment is an amendment which does
6 not substantively change the amendment or the bill.

7

Rule 38

8

Germane Amendments

9 An amendment must be germane to the subject matter
10 of the bill it seeks to amend. An amendment to an
11 amendment must be germane to both the amendment and the
12 bill it seeks to amend. When a member objects to an
13 amendment on grounds that the amendment is not germane,
14 the speaker may invite members, who shall include the
15 majority and minority leaders, to the speaker's station
16 to discuss the objection.

17

Rule 39

18

Consideration of Bills

19 Bills, including committee bills, joint resolutions,
20 and nullification resolutions, reported out for
21 passage, for amendment and passage, or without
22 recommendation by the committee, are first eligible to
23 be acted upon beginning the third legislative day they
24 appear on the regular calendar.

25 Committee reports shall be printed in the journal
26 immediately after they are filed with the chief clerk.
27 Reports recommending bills, joint resolutions, and
28 nullification resolutions for passage, for amendment
29 and passage, or without recommendation shall stand
30 approved unless written objections are filed during

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1 the first legislative day following their printing in
2 the journal. If objections are filed, they shall be
3 disposed of as soon as possible.

4 Rule 40

5 Consideration of Bills Upon Last Reading

6 No amendment, unless by way of correcting an error
7 or omission, shall be received to any bill on its last
8 reading, and no debate shall be allowed on it.

9 Rule 41

10 Printing of Bills and Joint Resolutions

11 Bills and joint resolutions shall be printed in form
12 as provided by law and by rule. Each house may direct
13 the printing of an additional number of its own bills.

14 Legalizing bills of a local or private nature shall
15 be printed in bill form and placed in the files of the
16 members, the same as other bills, in the order of their
17 introduction. The cost of printing shall be deposited
18 with the treasurer of state in advance at a rate to be
19 fixed, and the newspaper publication of the bill shall
20 be without cost to the state. No legalizing act may
21 be introduced until all provisions of law have been
22 complied with.

23 Rule 42

24 Certification and Engrossment of Bills

25 The chief clerk shall certify the passage of each
26 bill and note the date of its passage.

27 In engrossing a bill, the chief clerk shall
28 correct all obvious typographical, spelling, or other
29 clerical errors and change section subunit numbers
30 and letters and internal references as required to

1 conform the original bill to any amendments which have
2 been adopted. The chief clerk shall report all such
3 corrections or changes in the journal. The engrossed
4 bill shall be placed in the bill file with the original
5 bill and amendments.

6

Rule 43

7

Rereferral

8 A bill may be rereferred by the speaker or, upon
9 motion, by the house at any time before its passage and
10 after the report of its referral to committee.

11

Rule 44

12

Effect of Indefinite Postponement

13 When a question is indefinitely postponed, it shall
14 not be acted upon again during that session.

15

Rule 45

16

Status of Bills Following First Regular Session

17 Except for those bills which have been adopted by
18 both houses in different forms, all bills which have
19 not been withdrawn, defeated or indefinitely postponed,
20 shall be rereferred to committee upon adjournment of
21 the first regular session. Within seven days after
22 the first committee meeting following convening of
23 the second regular session, the committee chair shall
24 submit the bill to the full committee for action or the
25 chair shall reassign the bill to a subcommittee.

26

DIVISION V — COMMITTEE PROCEDURES

27

Rule 46

28

Appointment of Committees

29 All committees shall be appointed by the speaker,
30 unless otherwise especially directed by the house.

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1 Minority party members of a committee shall be
2 appointed by the speaker upon recommendation of the
3 minority leader.

4 Rule 47

5 Reserved

6 Rule 48

7 Study Bills

8 A study bill is any matter which a member of
9 the house wishes to have considered by a standing
10 committee, other than appropriations, without being
11 introduced in the house by a first reading. A
12 study bill shall be prepared in proper form by the
13 legislative services agency prior to submission.

14 Upon taking possession of a study bill, the
15 committee chair shall notify the speaker and then
16 submit four copies of the bill to the legal counsel's
17 office for numbering.

18 A study bill shall bear the name of the member who
19 wishes to have the bill considered. A study bill
20 submitted by a state agency or board for consideration
21 shall bear the name of the state agency or board. A
22 committee chair may submit a study bill in the name of
23 that committee.

24 Final committee action on a study bill shall not be
25 taken until one day following the notation of the study
26 bill assignment in the house journal.

27 Rule 49

28 Committee Meetings

29 No committee, except a conference committee or the
30 administrative rules review committee, shall meet

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1 while the house is in session without special leave.
2 Committees with overlapping memberships shall not meet
3 at the same time without special leave.

4 Rule 50

5 Smoking Prohibited

6 Smoking shall not be permitted in the house or in
7 any area of the capitol building.

8 Rule 51

9 Assignments to Subcommittee

10 The chair of the committee shall report to the house
11 the bill number of each bill assigned to subcommittee
12 and the names of the subcommittee members. The report
13 shall be printed in the journal.

14 All bills, prior to consideration by the committee,
15 shall be referred by the chair to a subcommittee,
16 unless acted upon by a committee of the whole.

17 The chair may assign bills to subcommittees without
18 a meeting of the committee, but the membership of the
19 subcommittee so appointed shall be reported at the next
20 meeting of the committee.

21 Rule 52

22 Open Meetings

23 Standing committee meetings shall be open, and
24 voting by secret ballot is prohibited. The committee
25 on administration and rules may close its meetings to
26 evaluate the professional competency of an individual.

27 Rule 53

28 Quorum and Vote Requirements

29 The committee roll shall be taken at the convening
30 of each meeting to determine the presence of a quorum.

1 A majority of the committee membership shall constitute
2 a quorum.

3 An affirmative vote of a majority of the committee
4 membership is required to report a bill out of
5 committee or to suspend a committee rule.

6 A motion to reconsider may be made only by a
7 committee member who voted on the prevailing side of
8 the question sought to be reconsidered. A motion to
9 reconsider may only be made prior to the adjournment of
10 the committee meeting at which the bill was reported
11 out.

12 If a member, who is in the committee room when a
13 question to report a bill out of committee is put, has
14 not asked to be excused prior to commencing to take
15 the vote on the question, the member shall vote aye
16 or nay unless the committee has excused the member for
17 special reasons. However, a member may pass on the
18 first taking of the roll call on the question but shall
19 vote aye or nay when the member's name is called for a
20 second time.

21

Rule 54

22 Committee Attendance Record and Report of Committee
23 Form

24 1. A committee attendance record shall be filed
25 with the chief clerk no later than 10:00 a.m. or two
26 hours after the house convenes, whichever is later,
27 of the legislative day immediately following the day
28 of the committee meeting. The committee attendance
29 record is a public record and may be published in the
30 journal. The committee attendance record shall include

1 the following information:

- 2 a. The time the meeting convened.
- 3 b. The members present at the meeting.
- 4 c. The time the meeting adjourned.
- 5 d. A list of bills receiving final committee
6 disposition.

7 2. A report of committee form shall be filed with
8 the chief clerk no later than 10:00 a.m. or two hours
9 after the house convenes, whichever is later, of the
10 legislative day immediately following the day of the
11 committee meeting for each study bill, numbered bill
12 or resolution receiving final committee disposition.
13 The report of committee form is a public record and
14 a report of committee action shall be printed in the
15 journal. The report of committee form shall include
16 the following information:

- 17 a. The committee action taken.
- 18 b. The committee amendment number, if any.
- 19 c. The roll call vote of the committee on final
20 disposition.
- 21 d. The minority recommendation, if any.

22 3. Upon final adjournment of the first session
23 and final adjournment of the second session of the
24 general assembly, the chair of each committee shall
25 have placed the committee's book of record containing
26 minutes, record roll calls on final disposition, record
27 roll call votes on any amendments considered, rules,
28 etc., with the chief clerk for access of any interested
29 person.

30

Rule 55

1 Minority Recommendation

2 The minority of the members of a committee may
3 present its recommendations on the final disposition
4 of a bill to the house by attaching its recommendation
5 to the committee report. The minority recommendation
6 shall be noted in the journal along with the committee
7 report.

8 Rule 56
9 Committee Amendment

10 Whenever a committee amendment is proposed which
11 would amend another committee amendment, the amendment
12 shall be drafted in the form of a substitute amendment
13 and shall be considered as such.

14 Rule 57
15 Committee Notice and Agenda

16 Each committee shall prepare and publish a notice
17 and agenda of each committee meeting at least one
18 legislative day prior to the meeting. The notice and
19 agenda may be placed on the desks of or transmitted
20 electronically to committee members.

21 The notice shall contain the committee name, the
22 date, time, and location of the meeting.

23 The agenda shall contain the matters to be
24 discussed, including a list of bills, joint
25 resolutions, nullification resolutions, and study
26 bills by number. The agenda should contain the names
27 of individuals who are scheduled to appear before the
28 committee and the organization which they represent.

29 A bill, joint resolution, nullification resolution,
30 or study bill shall not be reported out of committee if

1 the bill was not included in the published notice and
2 agenda unless this rule is suspended by a majority of
3 the total membership of the committee.

4 A committee chair may call a meeting without
5 providing the required notice and agenda upon leave
6 of the house if a notice is either electronically
7 transmitted to committee members or placed on the desks
8 of committee members.

9

Rule 58

10

Clearing of Committee Room

11 The chair of a committee may clear the committee
12 room in case of any disturbance or disorderly conduct.

13

Rule 58A

14 Use of Telephonic or Electronic Devices in Committee

15

Rooms Restricted

16 1. In any committee room while a standing committee
17 is in session:

18 a. A person shall mute any cell phone, computer, or
19 other electronic device under the person's control.

20 b. A person shall not use a cell phone or other
21 electronic device to audibly transmit or receive
22 communications.

23 2. The chair or acting chair of a standing
24 committee may clear the committee room of any person
25 acting in violation of this rule.

26

Rule 59

27

Committee Amendments

28 All amendments to a bill or resolution adopted in
29 committee shall be incorporated in a single committee
30 amendment or incorporated in a new committee bill.

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Rule 60

Withdrawal of Bills, Joint Resolutions, or
Nullification Resolutions From Committee

A bill, joint resolution, or nullification resolution which has been in committee for eighteen legislative days following notation of such referral in the journal may be withdrawn from the committee and placed on the calendar by an affirmative vote of not less than fifty-one members of the house.

Rule 61

Committee Public Hearings

The chair of a committee may call a public hearing for the purpose of receiving public comment on any matter within the purview of the committee.

The chair shall call a public hearing upon the written request of committee members according to committee rules, but no more than one-third of the committee members shall be required.

A public hearing shall not be called or requested after final action on the bill, joint resolution, or nullification resolution has been taken by the committee. However, a public hearing called or requested before final action has been taken by the committee may be held after final action on the bill, joint resolution, or nullification resolution has been taken by the committee.

The chair shall designate a time and place for a public hearing and provide public notice at least five days prior to a public hearing.

A bill, joint resolution, or nullification

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1 resolution for which a public hearing has been called
2 can be voted to the calendar but cannot be debated
3 until after the public hearing has been held. If a
4 bill, joint resolution, or nullification resolution
5 for which a public hearing has been called is not
6 debated by the house during the session in which it
7 is introduced, the request for the public hearing is
8 deemed to have lapsed upon adjournment sine die of that
9 session.

10 However, public hearings which have been requested
11 during or after the 9th week of the first session and
12 during or after the 7th week of the second session must
13 be held within four legislative days of the date of the
14 request.

15 Rule 62

16 Limitation on Filing of Claims

17 All claims shall be referred to the appropriations
18 committee. A claim referred to the appropriations
19 committee in a prior session of the general assembly
20 shall not be considered by the appropriations
21 committee or by the house unless it has been
22 specifically referred to this session by a vote of the
23 appropriations committee. The appropriations committee
24 is authorized to set a definite date each session after
25 which it will not receive claims or claim bills for
26 consideration.

27 DIVISION VI — COMMITTEE OF THE WHOLE

28 Rule 63

29 Organization of Committee of the Whole

30 In forming the committee of the whole house, the

1 speaker shall appoint a member to preside in committee
2 and then leave the chair.

3 Rule 64

4 Rules in Committee of the Whole

5 The rules of the house shall be observed in
6 committee of the whole house, so far as they are
7 applicable.

8 Rule 65

9 Bills in Committee of the Whole

10 Bills committed to the committee of the whole house
11 shall first be debated by section. After the report
12 of the committee of the whole, the bill shall again be
13 subject to debate and amendment before a vote is had on
14 its last reading and passage.

15 Rule 66

16 Amendments by Committee of the Whole

17 All amendments made to a report committed to a
18 committee of the whole house shall be noted and
19 reported as in the case of bills.

20 DIVISION VII — MOTIONS

21 Rule 67

22 Order and Precedence of Motions

23 The following order of motions, listed in order
24 of precedence, shall govern when a question is under
25 debate:

- 26 1. Adjourn.
- 27 2. Recess.
- 28 3. Questions of privilege.
- 29 4. Lay on the table.
- 30 5. Previous question.

- 1 6. Limit debate.
- 2 7. Postpone definitely or to a certain time.
- 3 8. Refer or rerefer.
- 4 9. Defer.
- 5 10. Amend an amendment.
- 6 11. Amend.
- 7 12. Postpone indefinitely.

8 A motion to postpone definitely or to a certain
9 time, to refer or commit, or to postpone indefinitely a
10 particular question shall not be considered more than
11 once on the same day.

12 Adoption of a motion to strike the enacting words is
13 equivalent to rejection of the question.

14 Rule 68

15 Order of Consideration of Amendments

16 Amendments shall be considered by earliest position
17 in the bill. Amendments to the same place in the bill
18 shall be considered by the lowest amendment number. An
19 amendment which inserts language after a line and an
20 amendment which inserts language before the succeeding
21 line shall be considered amendments to the same place
22 in the bill.

23 However, an amendment to strike the enacting clause
24 shall always be considered first. An amendment filed
25 by a committee shall have the next highest order of
26 priority, followed by an amendment to strike everything
27 after the enacting clause and insert new language. An
28 amendment to strike language or to strike and insert
29 new language, except an amendment to strike everything
30 after the enacting clause and insert new language,

1 shall not be considered before amendments to perfect
2 all or part of the same portion of the bill.

3 Rule 69

4 Motions Not Debatable

5 The following motions are not debatable:

- 6 1. Adjourn.
- 7 2. Adjourn to a certain time.
- 8 3. Suspend house rules.
- 9 4. Previous question.
- 10 5. Close debate at a certain time.
- 11 6. Recess.
- 12 7. Defer.
- 13 8. Refer or rerefer.
- 14 9. Lay on the table.
- 15 10. Take from the table.
- 16 11. Call of the house.
- 17 12. Withdraw a bill or resolution from committee.
- 18 13. Appeal a decision of the chair.
- 19 14. Immediately message a bill or resolution.

20 Rule 69A

21 Constitutional Majority

22 1. The following motions require a constitutional
23 majority for approval:

- 24 a. Final passage of a bill, joint resolution, or
25 nullification resolution.
- 26 b. Lay on the table.
- 27 c. Take from the table.
- 28 d. Suspend house rules.
- 29 e. Previous question.
- 30 f. Withdraw a bill or resolution from committee.

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1 g. Reconsider a bill, joint resolution, or
2 nullification resolution.

3 h. Immediately message a bill or resolution.

4 2. A division must be taken on any motion which
5 requires a constitutional majority.

6 Rule 70

7 Motion to Adjourn

8 A motion to adjourn shall always be in order, except
9 when a member is speaking or the house is voting.

10 Rule 71

11 Withdrawal of Motions

12 After a motion is stated by the speaker or read by
13 the chief clerk, it shall be deemed to be in possession
14 of the house, but may be withdrawn by leave of the
15 house.

16 Rule 72

17 Unanimous Consent

18 Unanimous consent of the members may be asked for
19 suspension of any rule of the house. If there is no
20 objection to the request, the rule shall be considered
21 suspended.

22 Rule 73

23 Reconsideration

24 1. A motion to reconsider may be made only by a
25 member who voted on the prevailing side of the question
26 sought to be reconsidered.

27 2. A motion to reconsider may be made not later
28 than adjournment on the legislative day following
29 the legislative day of the action sought to be
30 reconsidered. Where the floor manager voted on

1 the prevailing side, the floor manager has the
2 prior right to make the motion, until adjournment
3 on the legislative day of the action sought to be
4 reconsidered. A motion to reconsider a nullification
5 resolution shall be acted upon not later than
6 adjournment on the legislative day following
7 the legislative day of the action sought to be
8 reconsidered.

9 3. A motion to reconsider made beginning the
10 fifteenth week of the first regular session, or the
11 thirteenth week of the second regular session, may be
12 taken up when made. A motion made at any other time
13 may be taken up prior to the third legislative day
14 succeeding the legislative day of the action sought
15 to be reconsidered only if called up by the mover,
16 and after the second legislative day succeeding the
17 legislative day of the action sought to be reconsidered
18 if called up by any member.

19 4. The making of a motion to reconsider takes
20 precedence over all other questions.

21 5. When passage, adoption, or failure of any bill,
22 joint resolution, or nullification resolution is
23 reconsidered, questions on amendments may also be
24 reconsidered and shall be disposed of immediately.

25 6. In the event that a motion to reconsider
26 is pending at the end of the first session or any
27 extraordinary session of any general assembly, or the
28 general assembly adjourns sine die, and the motion to
29 reconsider has not been voted upon by the house, the
30 motion shall be determined to have failed.

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DIVISION VIII — VOTING

Rule 74

Manner of Voting

Members present may cast their votes, either by operating the voting mechanism located at their assigned desk or by signaling the speaker from the floor of the house or from the south visitors' gallery if they are unable to vote at their assigned desk. Only a member may operate the voting mechanism at that member's assigned desk. The speaker shall announce the votes of members signaling their votes. Upon direction of the speaker only those members at their desks and voting shall be counted. Members who are not present shall not cast their votes except:

1. Members who have not voted may record their votes on any record roll call vote except quorum calls within ten minutes after the outcome of the vote has been announced. Members shall initial their recorded votes on a copy of the record roll call at the speaker's station. However, if the aggregate of votes cast under this rule would change the outcome of the vote on a question, then none of the votes cast on the question under this rule shall be recorded. A member may request announcement of the names of members so recorded after the ten-minute period.

2. Members meeting in a conference committee or in administrative rules review committee at the time a vote is taken on a question may have their vote recorded within thirty minutes or adjournment, whichever is first, of that same legislative day,

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1 provided the aggregate of votes cast does not change
2 the outcome of the vote on a question.

3 Rule 75

4 Voting in the House and Duty of Voting

5 Voting on a question put to members on the floor of
6 the house shall not occur between midnight and 8 a.m.
7 on any legislative day except for voting on a motion to
8 recess, defer, or adjourn. Except as limited in Rule
9 76, every member who is in the house when a question is
10 put shall vote unless the house has excused that member
11 from voting for special reasons; however, such member
12 must have asked to be excused from voting prior to the
13 time the speaker puts the question.

14 Rule 76

15 Limitation on Right to Vote

16 No member shall vote on any question in which
17 the member or the member's immediate family member,
18 as defined in chapter 68B of the Code, has a direct
19 financial interest different from other similarly
20 situated persons or classes of persons of the general
21 public.

22 Rule 77

23 Call of the House

24 Upon written request of five members, the presiding
25 officer shall compel attendance of absent and unexcused
26 members for the consideration of specified bills,
27 resolutions, or amendments.

28 A call of the house shall specify the propositions
29 to which it is to apply and must be put into effect
30 before roll call is taken on the proposition. The

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1 request may be filed with the chief clerk at any time
2 before final action upon the propositions, who shall
3 notify the house immediately.

4

Rule 78

5

Method of Calling the House

6 Upon a call of the house, the names of the members
7 shall be called by the chief clerk and the absentees
8 noted, after which the names of the absentees shall
9 again be called. The sergeant-at-arms shall be
10 directed by the speaker to compel the attendance of
11 absent members, unless they are previously excused.
12 Any member occupying the member's seat during a call
13 of the house shall be counted by the speaker and that
14 person's name entered in the journal as being present
15 for the purpose of making a quorum.

16

Rule 79

17

Method of Calling the Roll

18 The electrical voting machine shall be used for a
19 call of the house, a quorum call or a roll call vote
20 on any question. If the electrical voting machine is
21 not in operating order when it is necessary to take
22 a record roll call vote, the presiding officer shall
23 order the vote to be taken by calling the roll in
24 alphabetical order, except the name of the presiding
25 officer shall be called last.

26 During the casting of the vote with the voting
27 machine, the individual votes and the vote totals shall
28 be shown on the display boards. Before the voting
29 machine is closed, the presiding officer shall inquire
30 of the house, "Have you all voted?"

1

Rule 80

2

Quorum and Record Roll Call Votes

3

A majority of the members shall constitute a quorum.

4

A record roll call vote shall be ordered upon request of any two members. The names of the members requesting the record roll call shall be entered in the journal.

8

Rule 81

9

Previous Question

10 When a member moves for the previous question, the
11 member shall state whether the motion will apply to the
12 main question, to all the amendments, or to particular
13 amendments. The motion requires an affirmative vote of
14 at least a constitutional majority of the members. If
15 the motion for a previous question is not adopted, the
16 house shall proceed in the same manner as before the
17 motion was made.

18 If the motion is adopted, all debate must end and
19 the house will vote upon the question except:

20 1. If the motion applies to the main question, the
21 member in charge of the measure will have ten minutes
22 to speak for the purpose of closing discussion before
23 the vote on the measure is taken.

24 2. If the motion applies to an amendment, the
25 member proposing the amendment will have five minutes
26 to speak for the purpose of closing discussion before
27 the vote on the amendment is taken.

28 3. If a member has filed a written request with
29 the chief clerk of the house indicating the member's
30 desire to speak on a particular question. The request

1 must be filed before the motion is made by the movant.
2 The request allows a member to speak on a particular
3 question before the closing discussion by the member
4 who is in charge of the measure or who is proposing the
5 amendment.

6 Rule 82

7 Division of the Question

8 Any member may call for a division of the question,
9 which shall be divided if it comprehends questions so
10 distinct that one being taken away, the remainder may
11 stand separately for discussion by the house. Upon
12 request to divide an amendment, the chief clerk shall
13 restate the division and note the divided amendment in
14 the house journal. An amendment to strike out being
15 lost shall not preclude an amendment to strike out and
16 insert. An amendment to strike out and insert shall be
17 deemed indivisible.